

Michigan Unclaimed Property Voluntary Disclosure Agreement

Issued under authority of Public Act 29 of 1995.

PART 1: ENTITY INFORMATION

1. Legal Name of Entity	2. Federal Employer Identification Number (FEIN). If unassigned, enter TR or ME #.
3. Address (Number and Street, P.O. Box)	4. City, State, ZIP Code
5. Contact Name	6. Contact Telephone Number

PART 2: AGREEMENT INFORMATION

The entity listed above, hereafter referred to as the Holder, desires to be compliant with the Michigan Uniform Unclaimed Property Act (Act), being Public Act 29 of 1995, as amended. Accordingly, the Holder would like to voluntarily comply with the Act by reporting and remitting previously unreported unclaimed property due to the State of Michigan. To comply, the Holder agrees to the following terms and conditions:

- (1) Within six (6) months from the date this form is filed with the Unclaimed Property Division, to accurately complete and file unclaimed property reports and remit payments for the current reporting year and the previous four reporting years. If estimates are involved in determining the amounts to be reported due to inadequate records, the Holder will also provide the calculations for any estimation techniques used.
- (2) To perform due diligence for unclaimed property items valued \$50 and greater as mandated by the Act.
- (3) To disclose all subsidiaries or entities including their FEIN, TR or ME numbers that are part of this agreement. Attach a list of entities.
- (4) To be fully compliant with the Act from this point forward. This includes, but is not limited to, performing an annual review of all financial records for abandoned and unclaimed property and filing a complete and accurate unclaimed property report each year.
- (5) The unclaimed property reports will be filed using electronic reporting software in the nationally recognized National Association of Unclaimed Property Administrators (NAUPA) format.
- (6) Treasury does not waive its right to audit the Holder after the expiration of the six month period or anytime after the submission of the unclaimed property reports or if reports are not filed within the terms of the agreement. An unclaimed property examination may cover up to the last ten reportable years and result in an assessment of penalty and interest.

PART 3: TREASURY AGREEMENT

Treasury agrees to the following terms:

- (1) To exclude the Holder in Unclaimed Property audit efforts during the six month period after the filing of this form.
- (2) Holders will not be assessed penalties; however, interest may be assessed for property remitted voluntarily in compliance with this agreement and the Act.

PART 4: CERTIFICATION

By my signature below, I attest to the following:

- (1) I am an authorized representative of the Holder named above and have full authority to enter into and bind the Holder to the terms and conditions of this Voluntary Disclosure Agreement.
- (2) Agreement to all of the terms identified above.
- (3) I am aware of the unclaimed property types and dormancy periods under the Act.
- (4) The entity named above is not currently under examination or audit nor has it been notified by Treasury or by one of Treasury's contract auditors, of Treasury's intention to conduct an unclaimed property examination or audit.

Authorized Representative Name	Authorized Representative Title
Authorized Representative E-Mail Address	Authorized Representative Telephone Number
Authorized Representative Signature	Date

To obtain more information about filing unclaimed property reports including the Manual for Reporting Unclaimed Property, free holder reporting software, forms, Frequently Asked Questions and a Webcast, visit the "Reporting Unclaimed Property" section at www.michigan.gov/unclaimedproperty.

Return completed form to:
Michigan Department of Treasury
Unclaimed Property Division
PO Box 30756
Lansing, MI 48909

E-mail: TreasUPDReporting@michigan.gov

Call (517) 636-6940 if you have further questions.